

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ- Sewell's Point Sub-Region, Regional Recycling Program

SUMMER STUDENT YOUTH VACANCY ANNOUNCEMENT

04-03-03

Does not confer Civil Service Status

POSITION: **RECREATION AID (ST)**

NF-0189-01

Salary: \$5.75 per hour

ANNOUNCEMENT #

SP 44-03

LOCATION: MWR Dept./NSA, CDP & Youth Div.
Norfolk, VA 23511

CLOSING DATE:
Open Until Filled

AREA OF CONSIDERATION: MWR YOUTH PROGRAM PARTICIPANT ELIGIBLE AGE 15 OR OVER

ALL POSITIONS ARE FLEXIBLE SEASONAL

NOTE: No relocation costs will be paid ~~~~~ Direct Deposit of salary is a condition of employment

DUTIES: Positions are located as noted below. Incumbents will be involved in one or more recreational program areas, such as community or youth activities, outdoor recreation, craft/hobby, or other MWR services or events. Responsible for assisting with activities and necessary services to youth program participants, including providing general information on the use of facilities and equipment, planning and implementing programmed activities, and special events and trips. Ensures youth participants adhere to regulations and safety procedures, and may assist Youth staff with other administrative, clerical, or maintenance activities.

QUALIFICATIONS: Incumbent must be a minimum of 15 years of age. Incumbents aged 15 **MUST** provide an **authorized work permit from their school**. Must be able to learn MWR policies, rules and regulations, and have the ability to communicate verbally and in writing. Basic knowledge of math, recreational equipment and activities is desired.

AVAILABLE POSITIONS AND THEIR LOCATIONS:

Norfolk Naval Station: 5 positions

NAB Little Creek: 4 positions

Oceana Air Station: 4 positions

Norfolk Naval Shipyard 3 positions

NWS Yorktown 4 positions

NSA-Northwest 3 positions

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors".

TO APPLY AT NORFOLK NAVAL STATION: Applicants must submit a completed application & attachments to: Regional NAF Personnel Office (Code N9), 1200 Fechteler Street, Norfolk, VA 23505.

TO APPLY AT AIR STATION OCEANA OR DAM NECK ANNEX: Applicants must submit a completed application & attachments to: NAF Personnel Office, 875 D Avenue, Bldg. 531 NAS Oceana, Virginia Beach VA 23460.

TO APPLY AT NAB LITTLE CREEK: Applicants must submit an application & attachments to: NAF Personnel Office (Little Creek) 1432 Hewitt Dr. Bldg. 3126, Norfolk VA 23521.

TO APPLY AT NORFOLK NAVAL SHIPYARD: Applicants must submit an application & attachments to: NAF Personnel Office, Building 1559, Scott Center Annex, Norfolk Naval Shipyard, Portsmouth VA 23709.

TO APPLY AT WEAPONS STATION YORKTOWN: Applicants must submit an application & attachments to MWR Administrative Office or designated alternate location. Directions may be obtained by phoning: 887-4310.

TO APPLY AT NSA-NORTHWEST: Applicants must submit an application & attachments to MWR Administrative Office or designated alternate location. Directions may be obtained by phoning: 421-8258.